

APPENDIX 1 DIRECTION AND CONTROL

I. INTRODUCTION

Purpose

- A. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the *Washington State Comprehensive Emergency Management Plan* (CEMP).
- B. To ensure continued operation and continuity of state and local governments and their functions during and after emergencies or disasters.
- C. To ensure the preservation of public and private records essential to the continued operations of government and the private sector.

II. CONCEPT OF OPERATIONS

A. General

- 1. Direction, control, and coordination is conducted along the general guidelines shown at Figure 1, Emergency Management Organizational Chart and Figure 2, Emergency Management Operational Chart.
- 2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

B. Direction and Control

- 1. Direction and control of emergency management is the responsibility of the Governor, other elected state officials, and the executive heads of political subdivisions of the state, who may delegate operational functions to state and local jurisdiction emergency management directors or selected state emergency management personnel.
- 2. When the Governor proclaims a disaster or emergency, direction, and control is usually delegated to the Director of the Washington State Military Department in cooperation with state agencies, local jurisdictions, volunteer organizations, and the private sector.
- 3. State agency services and facilities may be used during the time of an emergency or disaster as described in RCW 38.52.110.
- 4. The Governor or designee, directors of selected state agencies or their designees, and other key individuals may operate during emergencies and disasters from the primary state Emergency Operations Center (EOC), or a designated alternate state EOC or other site designated by the Governor.

5. Direction and control can be conducted using the existing communications systems that are part of emergency management or communications that have been specifically established for emergency management operations. See Emergency Support Function (ESF) 2, Telecommunications/Information Systems and Warning.

C. Coordination

1. State and local jurisdiction emergency management directors provide the means for coordinating capabilities, resources, and assets necessary to alleviate emergency or disaster impacts on citizens and public entities.
2. The Governor, through the Director of the Washington Military Department, provides liaison to federal agencies, using the ESF concept. Liaison is provided to British Columbia, other states, and other entities based upon the scope of the emergency or disaster.

D. Continuity of Government

1. The Washington State Constitution states the chain of succession should the Office of Governor become vacant in case of removal, resignation, death or disability of the Governor, the Lieutenant Governor is both the successor and the lead over state agency heads in the alternate EOC when one is activated at the request of the Governor. In case of vacancy in both the Office of the Governor and Lieutenant Governor, the duties of the Governor shall devolve upon the Secretary of State.
2. Executive directors of state agencies will designate successors to ensure continuity of leadership and operations. Successors should be aware of their emergency responsibilities. Directors will insure that continuity of government, or business continuity plans are in place, are exercised and, if necessary, updated on an annual basis. Plans should clearly specify alternate business locations, emergency response procedures, and alternate means of communications. Employee safety is paramount in preparing and responding to emergencies.
3. State elected and appointed directors of government and governmental agencies will ensure that essential records are identified, preserved, and adequately protected.
4. Local jurisdictions, by virtue of the Constitution of the State of Washington, are autonomous in nature. They are also charged with the responsibility for ensuring provisions are made for continuity of government during emergencies within their respective jurisdictions.
5. The Lieutenant Governor, accompanied by the designated representatives of state agencies, will activate and occupy an alternate state EOC upon request of the Governor.

E. Emergency Operations Centers

1. State and local jurisdiction emergency management organizations coordinate actions or operations from a central location that has the communications capabilities to conduct such activities.
2. Procedures are maintained to ensure these facilities are adequately staffed and equipped to be immediately available when needed.
3. The state EOC is equipped with information display materials, internal communications, additional supporting equipment, materials, and supplies required to ensure efficient and effective emergency management. Backup power generation is maintained to ensure continued operations.
4. Local jurisdiction EOCs will be equipped, activated, and staffed in accordance with local directives.
5. State and local jurisdictions will conduct operations from internally established operations centers and those locations that agency directors deem necessary to fulfill their emergency and disaster responsibilities.

III. RESPONSIBILITIES**A. General**

1. General responsibilities for state agencies are shown in Figure 3, Emergency Support Function Participating Agency Responsibilities Matrix, Appendix 1, page 7, and as listed in the Basic Plan, under Section V., Responsibilities.
2. Responsibilities of local jurisdictions are included in the Concept of Operations section in the Basic Plan.
3. The complexity of emergency management operations during an emergency or disaster requires that direction, control, and coordination channels be formalized and understood by participants.

B. State Agencies

1. The Director of the Washington State Military Department, subject to the direction and control of the Governor, shall be responsible to the Governor for coordinating the emergency management program for the state. The Director shall coordinate the activities of organizations for emergency management within the state, and shall maintain liaison with and cooperate with emergency management organizations of other states and the federal government, and shall have such additional authority, duties, and responsibilities as prescribed by the Governor. Direction and control is usually delegated to the Director for the Emergency Management Division (EMD), in cooperation with state agencies, local jurisdictions, volunteer organizations, and the private sector.

2. State agencies shall assign a State Agency Emergency/Disaster Liaison Coordinator to the state EMD to coordinate agency emergency management activities.
3. After a Declaration of Emergency or major disaster by the President of the United States, a State Coordinating Officer (SCO) is appointed by the Governor for the purpose of coordinating state and local jurisdiction disaster assistance efforts with those of the federal government. The SCO is the principal point-of-contact for the Federal Coordinating Officer (FCO) for coordination of federal assistance with state and local jurisdictions, using the ESF system.
4. Continuity of government responsibilities are shown at paragraph II, D., Continuity of Government.

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